

NOTE: See instructions on reverse.

INDIVIDUAL DEVELOPMENT PLAN

1. EMPLOYEE'S NAME ( <i>Last, first, initial</i> )		4. DESCRIPTION OF WORK ASSIGNMENTS	
2. CURRENT POSITION TITLE		A. Current Performance Elements Identified for Development/Training	
3. ORGANIZATION NAME AND LOCATION		B. Projected/Potential Assignments	
5. Performance Related Knowledge, Skills, and Abilities		6. Developmental Work Experiences ( <i>On-the-job assignments, Self development</i> )	7. Formal Training ( <i>Courses, Seminars</i> )
8. The supervisor and employee have completed the IDP process and have determined that no training or developmental needs are indicated at this time.		9. SIGNATURE and DATE	
EMPLOYEE		SUPERVISOR	APPROVING OFFICIAL